

## Phoenix Enhanced Screening Protocol

### Context

SCI-Phoenix is a prison located in Skippack Township, Montgomery County, with a capacity to hold 3,500 inmates and employs 1,261 individuals. Additionally, Phoenix gets on average 118 visitors per day from the community (7 days per week).

Given the number of presumptive positive cases of COVID-19 in Montgomery County, coupled with the number of employees and visitors who enter Phoenix every day and the number of new inmates to include parole violators and those who enter directly from the community (50/day), we feel compelled to enhance the screening process of individuals entering Phoenix.

### Unique Inmate Population

What makes SCI-Phoenix uniquely at risk is the make-up of the inmate population, specifically the large number of individuals who are especially vulnerable to COVID-19:

- Significant number of elderly inmates. (While the CDC considers those over 60 to be in the vulnerable group, the DOJ classifies inmates over 50 as elderly)
  - Total number 51 and over – **946**
  - 51-60 – **582**
  - 61 and over – **364**
- Approximately 1210 individuals who are classified as immunocompromised. TO INCLUDE
  - Asthma – 436
  - Diabetes – 255
  - Hypertension – 805
  - Hyperlipidemia – 565
  - Coronary Artery Disease – 61
  - COPD – 87
  - Chronic Kidney Disease -47
  - Heart Disease 199
  - HIV - 50
  - 126 in various stages of our **Cancer** protocol
    - 17 in workup
    - 11 in active treatment
    - 73 in observation
    - 25 with hematology points
  - 441 with **Hepatitis**
    - Hepatitis B – 12
    - Hepatitis C – 429

## **Anticipated Screening Enhancements Specifically for SCI-Phoenix**

1. Medical Screening for Visitors
  - a. Visits at SCI-PHX run 7 days per week. All visitors will be required to be screened by medical personnel upon arrival at the facility. This screening will include taking a visitor's temperature along with a visual screening of the visitor. If the visitor is exhibiting a fever of 100.4 or greater and/or coughing and/or shortness of breath, they will be denied a visit.
  - b. Medical personnel will complete the attached "Supplemental Screening for Visitors" questionnaire for all visitors.
  - c. Medical screenings will occur directly outside of the institution entrance doors to limit contact inside. In the event of inclement weather, the screening will be moved into the institution between the atrium of the entry doors. This will allow for protection from weather while still providing some protection from the interior of the institution.
2. Medical Screening for Staff
  - a. At the beginning of each shift, all staff will be screened by medical personnel. This screening will include taking a staff member's temperature along with a visual screening. If the staff member is exhibiting a fever of 100.4 or greater, they will be asked to complete the attached "Supplemental Screening for Employees" questionnaire and sent home until they are cleared by their Doctor. Leave will be billed to the staff member against their current entitlement.
  - b. If the staff member is exhibiting cough and/or shortness of breath but no fever is present, medical staff will complete the questionnaire. If the employee answers "Yes" to any questions surrounding travel to affected areas or contact with an affected individual, they will be sent home until cleared by their Doctor.
  - c. Medical screenings will be conducted at the beginning of a shift and will not impact operations or start times for employees.
3. Phoenix Reception for Inmates
  - a. Staff in the reception area of the jail will ensure that an initial medical screening is conducted in the reception area. This will include taking the inmate's temperature and visual screening of the inmate. If the inmate is exhibiting signs of fever and/or coughing or shortness of breath, they will be placed in a holding area by themselves as to limit their exposure to others.
  - b. Because of the amount of inmates received daily at SCI-PHX, staff will ensure that the entire area is disinfected several times per shift. This process will include properly spraying and wiping all surfaces and letting the cleaning product sit for the required amount of time in order to kill any virus on those surfaces.
  - c. Staff working in the reception area will be required to wear masks and gloves at all times and utilize hand sanitizer regularly.
4. New Commits and PV's inside the Institution
  - a. New commitments and Parole Violators will be managed and sorted by date of arrival in certain pods. This will allow for those inmates to be medically screened on the unit and transferred only once they are medically cleared.
  - b. All medical and their initial dental evaluation will be conducted on the pod as to limit contact throughout the institution. A full dental workup will be done only after they are medically cleared.

**Brief Synopsis of System-Wide Enhancements Being Initiated:**

**Sanitation:**

1. The following dwell times must be followed to properly disinfect all areas. It is critical that you review and share this information with staff because a simple wipe down of surfaces will not kill any virus that may be on them. The best solution is a 10:1 mix of Clorox and water as it provides the fastest kill time and least amount of down time for a surface. Remember to utilize a spray bottle and gloves when cleaning a surface and do not wipe the surface dry as it must be wet to kill the virus.

Product	Dwell Time
EnvireX (CI)	30 minute (remains wet)
PDC 45 (CI)	30 minute (remains wet)
NDC (State Chemical)	15 minutes (remains wet)
10:1 Clorox (1 part Clorox) (10 parts water)	10 minutes (remains wet)

2. Attached is a vehicle sanitation plan. This plan further describes how to clean all vehicles and their interiors before and after all transports. It is very thorough and critical that vehicles are cleaned utilizing this plan as to limit exposure between institutions. This plan will also be utilized for parole agent transports.
3. Parole Agents transporting an individual exhibiting systems will provide a mask and call the institution ahead of time so they can properly prepare and evaluate that individual on arrival.
4. Employees working in reception areas of the institutions are required to wear protective gloves at all times and it is encouraged that all staff take universal precautions to protect themselves.
5. Current PPE equipment is available for distribution. If you do not have equipment available, please let us know ASAP so that we can order/distribute it to your area. Note that this list is only for institutions. Deputy Stephens is working on a listing for Parole Agents and will make that available shortly. In the meantime, if Agents need equipment, please let us know and we will pull it from existing stock.
6. All institutions and community corrections centers shall immediately begin cleaning all surface areas three times per shift. A focus should be placed on high-touch areas and surfaces.
7. All equipment (radios, OC, etc.) should be cleaned after each shift and materials shall be provided so that staff can clean the equipment throughout the day.
8. At this point, we will continue to use the IDVS system for staff and inmates but institutions shall make every effort to provide alcohol based sanitize (60%) at those stations. Purchasing is in the process of procuring alcohol based finger wipes for staff to utilize.
9. Institutions shall ensure that all hand soap dispensers in the visiting room and throughout the institution are operational and are sufficiently filled.
10. Staff should limit or discontinue (where possible) the handling of inmate ID's immediately.
  - a. Staff shall visually verify inmate ID's during meals but the inmate shall keep the ID in their possession and scan their ID in the meal management system.

- b. When passes/IDs are being verified (i.e. walk officers), staff shall verify by visual inspection only.
  - c. When an ID is required to be turned over to staff (i.e. back dock for outside clearance workers, receiving & discharge, on the housing unit for phone/game/library, activities, visits, etc.) staff shall wear gloves when collecting and storing IDs. When possible, the inmate may place their ID in the final location to eliminate staff contact (i.e. accountability board, officers desk, etc.)
11. Hand soap will be made available (at no cost) to all inmates and staff in all areas.

**Employees:**

1. All employees shall immediately notify their institution if they have come into contact with someone known to be sick with COVID-19. They shall also immediately notify their institution if they have traveled to any of the affected areas.
2. Any employees exhibiting signs of fever and cough or respiratory distress **may** not enter the institution.
3. Institutions shall monitor their call-off schedule and be prepared to move to a modified 12-hour shift in the event that there are a significant number of call-offs. Security is currently working on a plan for each institution for when staffing levels reach this level and the Secretary will be closely monitoring to react appropriately.

**Purchasing:**

1. Waivers are in place to make purchases associated with the prevention and contamination of this virus.

**Training:**

1. Effective Monday, March 16, 2020, all training at the academy (with the exception of basic training and the inmate culinary program) will cease.

**SCI Audits & Inspections**

1. The DOC has delayed ACA and PREA Audits through April.
2. All DOC audits have been suspended until further notice. Quarterly inspections will continue unless there is a compelling reason to cancel.
3. All reentry fairs are cancelled until further notice.

**Institutions:**

1. Facilities shall review their quarantine plan to ensure that it is accurate and can be executed immediately. Each facility shall immediately identify a pod where they may quarantine inmates, if necessary. In addition, each institution shall develop a plan for their vulnerable population to be housed, fed, and provided medical services on the unit.
2. Bed management must occur immediately as inmates are moved. It is critical to maintain an accurate list of where inmates are/have been so if there is an exposure, we can properly account for all of those inmates and employees that came into contact. In addition, each cell shall be disinfected after an inmate vacates it.
3. All PV receptions shall be housed with all medical assessments provided on the block to limit movement throughout the facility to limit exposure until they are medically cleared.
4. All visitors shall be visually screened, and asked several pre-screening questions related to symptoms and direct contact with anyone who is suspected of being presumptively positive for COVID-19 and if they exhibit signs of fever and/or cough, respiratory distress, or answer questions in a manner that would suggest a risk; they shall be denied a visit. **Institutions shall utilize the attached "Supplemental Screening for Visitors" for purposes of this screening.**

**Field Supervision:**

1. Modified supervision plans have been communicated in an attempt to limit contact with parolees. It is important to note that face-to-face contacts will continue for those on enhanced or Max supervision.
2. This plan also references the sanitation plan for all transports and vehicles. Agents shall reference the transportation sanitation schedule for detailed information on sanitation.
3. Reentry groups will continue in the district offices. Reentrants will be directed to follow the enhanced sanitation protocol and all areas where groups are held should be sanitized immediately after each group is held.

**Community Corrections:**

1. Pandemic plans have been pulled and reviewed for each center.
2. Centers shall immediately begin cleaning all surface areas three times per shift. A focus should be placed on high-touch areas and surfaces.
3. All visits have been suspended since Friday, March 6, 2020.

## OVERALL AGING POPULATION BY LOCATION IN PADO

<b>Current SCI/Age</b>	<b>51-60</b>	<b>61 and older</b>	<b>Total</b>
ALB	345	190	<b>535</b>
BEN	288	136	<b>424</b>
CAM	316	122	<b>438</b>
CBS	145	47	<b>192</b>
CHS	144	45	<b>189</b>
COA	276	140	<b>416</b>
DAL	358	250	<b>608</b>
FRA	165	59	<b>224</b>
FRS	260	123	<b>383</b>
FYT	287	194	<b>481</b>
GRN	224	142	<b>366</b>
HOU	403	232	<b>635</b>
HUN	310	206	<b>516</b>
LAU	195	180	<b>375</b>
MAH	379	184	<b>563</b>
MER	220	121	<b>341</b>
MUN	153	72	<b>225</b>
PHX	582	364	<b>946</b>
PNG	90	23	<b>113</b>
QUE	18	1	<b>19</b>
RET	101	45	<b>146</b>
ROC	370	169	<b>539</b>
SMI	149	75	<b>224</b>
SMR	324	141	<b>465</b>
<b>ATTACHMENTS</b>			
WAM	249	167	<b>416</b>
<b>Total</b>	<b>6,351</b>	<b>3,428</b>	<b>9,779</b>

### ATTACHMENTS

Washington State DOC COVID19 Guidelines  
Vehicle Sanitizing Guidelines  
Supplemental Screening for Visitors  
Supplemental Screening for Employees  
Draft Press Release